



LOCAL AGENCY FUNDING APPLICATIONS 2024-2025 FISCAL YEAR

Local Agency Funds are used for specific projects that provide relief and care for the indigent or that enhance the quality of life for Boonville residents. The projects are funded by the City of Boonville's City Improvement Project Tax (CIP), which is tax-payer money, and does vary from year to year. The funds may not be used on the following items: to purchase buildings, for religious projects, for administrative fees, or for alcohol. The city will evaluate ADA accessibility and accommodations in funding priorities and preferences. All funds must be expended for the stated purpose and receipts for reimbursement received by the Assistant to City Administrator's office no later than **February 18, 2025**. Use of previous funds will be considered in the awarding of new grant money.

1) DUE DATE:

All applications must be completed, signed, and filed with the Assistant to City Administrator's office, 401 Main Street, by **Friday, May 31, 2024**. Applications that are not received by this date, or are incomplete, will not be considered. Signed and completed applications may also be emailed to **teresa.studley@boonville-mo.org**. If the application is emailed, there will be a reply sent back to you stating that the application has been received. If you do not receive a reply before the due date, please call Teresa Studley at (660) 882-2332.

2) ELIGIBILITY:

Local agency funds are limited to not-for-profit, non-religious organizations, or divisions of government. Priority is given to not-for-profit organizations.

Funding allocation will be determined based upon these 3 types of categories:

1. 70% for People in Need
2. 20% for Community Betterment
3. 10% for New Projects. This 10% can be marked for projects that will occur within the fiscal year and does not need to be awarded right away. Some of this percentage can be put towards new projects that come before the board during the night of presentations and some funding can be held back.

These percentages are guidelines and may be adjusted or changed at the discretion of the Local Agency Funding Committee.

The funding awarded is to provide for the services and programs that are stated in the organization's application.

3) REVIEW PROCESS:

All expenditure verifications and applications will be reviewed according to these guidelines by the Local Agency Funding Committee. Applicants will be asked to make a presentation concerning project funding.

For organizations with more than one project, you need only to fill out ONE APPLICATION, but outline each project that you are wanting to fund within the ONE APPLICATION. The Committee will award an amount for all of the projects combined.

The project will be judged on the following criteria:
Benefit to Boonville Residents; Demonstrated Project Need; Organizational Financial Support; Community Involvement; Ability to Reach Target Audience; Ability to Execute Project.

Organizations that have the ability to tax will be given a low priority.

If questions arise regarding the application process, please contact Teresa Studley, Assistant to City Administrator; or Kate Fjell, City Administrator.

4) SCHEDULE REQUIREMENTS:

Friday – May 31, 2024

Applications must be submitted to the Assistant to City Administrator's office by 5:00 p.m.

Thursday – June 20, 2024, at 6:00 p.m. at Council Chambers, 525 E. Spring St.

The Committee will hear presentations from each group requesting funds. **Attendance at the presentation is MANDATORY for all agencies that apply. You will NOT receive a reminder for the meeting!** After the meeting, you will receive a letter informing you if your organization has been awarded funding.

Tuesday – February 18, 2025

Financial requests for payment and promotional pictures or documents are due to the Assistant to City Administrator's office. Any funds unclaimed as of this date will be forfeited unless prior approval is received.

Tuesday – February 18, 2025

Project Assessment Form due in the Assistant to City Administrator's office.

5) PAYMENT/REIMBURSEMENT REQUIREMENTS:

Upon completion of the project, the organization shall submit receipts to the Assistant to City Administrator, of the payments that have been made. The organization will need to submit all receipts at one time. Therefore, there will be only one check that will be issued for the total funds awarded. The funds are limited to 50% of the total cost of the project.

Financial requests are due by **February 18, 2025**, in order to receive payment. Along with the receipts, a copy or picture is needed for all projects in which they **MUST** give a public recognition of the funding source, and state “PARTIALLY SUPPORTED BY THE CITY OF BOONVILLE CIP TAX”, in all advertisements, program booklets, signage at the site, and most other forms of marketing. Failure to give public recognition will jeopardize future funding requests. The logo below can be used on your documentation. An electronic copy of this logo can be emailed to you if requested.



For organizations that received funding for more than one project, if your first project meets the goal dollar amount for the entire awarded amount, you may submit the receipts from just the one project.

6) PROJECT ASSESSMENT REQUIREMENTS:

Upon completion of the project, the organization shall submit a Project Assessment Form which is included in the contract packet. **The completed form is due to the Assistant to City Administrator's Office by February 18, 2025.**



**LOCAL AGENCY FUNDING
APPLICATION
FY 2024-2025**

Due in Asst. to City Administrator's Office by 5:00 P.M. Friday, May 31, 2024

Organization: _____

Street address: _____

City: _____ **State:** _____ **Zip code:** _____

Email address: _____

Contact person: _____ **Phone number:** _____

When was the organization founded? _____

When was it incorporated as not-for-profit? _____

What is the primary purpose of the organization?

Name of project:

What is the total budget for this project? _____

How much money are you requesting from the city? _____

Please note last year's funding amount from the city, if any: _____

What goods and services will city funds be used to purchase?

When will the project occur?

Will this be a short-term or long-term project? _____

List Project start date: _____

List Project completion date: _____

What location will the project take place?

Project description; please be specific. Please attach additional pages if necessary.

Who is the target audience and what are the anticipated benefits?

How will Boonville residents benefit from this project?

Please explain how the need for this project was determined.

How many paid and volunteer workers are in your organization?

What type of community involvement does your organization have, other than members?

Will there be community involvement in this project? _____

If so, please explain the level of community volunteer and in-kind services:

Is this project ADA accessible? _____

If no, please explain:

I certify that I am a duly authorized representative of this organization, empowered to submit this request and that this organization and project does not discriminate on the basis of race, creed, sex, national origin, or handicap.

Signature

Printed Name

Title

**Any funds unclaimed as of February 18, 2025,
will be forfeited unless prior approval is received.**